



DSA BULLETIN 06-02

Effective

Date: Dec. 04, 2006

**To: DSA Staff and
Interested Parties**

**From: Division of the State Architect
Department of General Services
State of California**

SUBJECT: Approval of Plans Letter

Purpose: The Purpose of this Bulletin is to announce a change in the DSA procedures for issuing Approval of Plans Letters, effective Dec. 04, 2006.

Discussion: The Approval of Plans Letter is the document DSA issues to the project Architect or Engineer and to the School District that conveys official DSA approval of the plans and specifications for a project subject to DSA review.

This letter triggers certain contracting, work and funding events. The date of the letter is taken to mean the date of DSA approval.

New Procedure: Approval of Plans Letters will now be issued via e-mail, rather than printed and mailed conventionally. This will allow letters to be received shortly after being sent, eliminating delays due to the postal system. However, this entails having accurate e-mail addresses for all affected parties, and relying on recipients to open and read DSA e-mail.

DSA Approval of Plans Letters: Letters will now bear the date the plans and specifications were stamped by DSA. They will be sent via e-mail, as attachments in PDF file format. The subject line of the e-mail will read "Division of the State Architect Approval of Plans Letter" followed by the DSA Application number. The e-mail correspondence itself will be standard boilerplate language explaining the nature of the attached Approval of Plans Letter, as well as identifying information.

If there is a problem electronically delivering the letter, DSA will make an effort to contact the recipient. If the recipient does not see the letter in a timely fashion, it is up to him or her to Contact DSA (the same as if the letter had been mailed conventionally as before).

Questions or concerns about this process should be addressed to your DSA Regional Office.